**BUSINESS QUOTATION**

[INSERT COMPANY LETTERHEAD]

**QUOTATION FOR**

 [SPECIFY THE PURPOSE]

[SPECIFY THE NAME OF THE COMPANY]

[SPECIFY THE ADDRESS]

Quotation # : [SPECIFY QUOTATION NUMBER]

Date : 00.00.20[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Quotation Prepared By:** |  | **Quotation Prepared For:** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Contact Number:** |  | **Contact Number:** |  |
| **Email Address:** |  | **Email Address:** |  |

The following are the scope of services being offered to your company for your business needs.

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF WORK** | **COST** | **GST** | **TOTAL AMOUNT** |
| [INSERT WORK DESCRIPTION] | Rs.000,000.00 | Rs.000,000.00 | Rs.000,000.00 |
| [INSERT WORK DESCRIPTION] | Rs.000,000.00 | Rs.000,000.00 | Rs.000,000.00 |
| [INSERT WORK DESCRIPTION] | Rs.000,000.00 | Rs.000,000.00 | Rs.000,000.00 |
| **TOTAL** | **Rs.000,000.00** | **Rs.000,000.00** | **Rs.000,000.00** |

This quotation shall be valid for [SPECIFY THE PERIOD OF VALIDITY]. Any special services shall incur additional cost, which shall be agreed upon by the parties.

**Customer:**

I have read and fully understood the content and terms of this quotation.

[INSERT NAME AND SIGNATURE]

[SPECIFY POSITION]

[Date Signed]

**Company:**

[INSERT NAME AND SIGNATURE]

[SPECIFY POSITION]

[Date Signed]